

SECTION 1A

GENERAL CONDITIONS

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1. PRINCIPAL FEATURES. The work covered by these specifications and accompanying drawings consists of furnishing all plans, labor, materials, tools, and equipment necessary in performing all operations in connection with this contract.

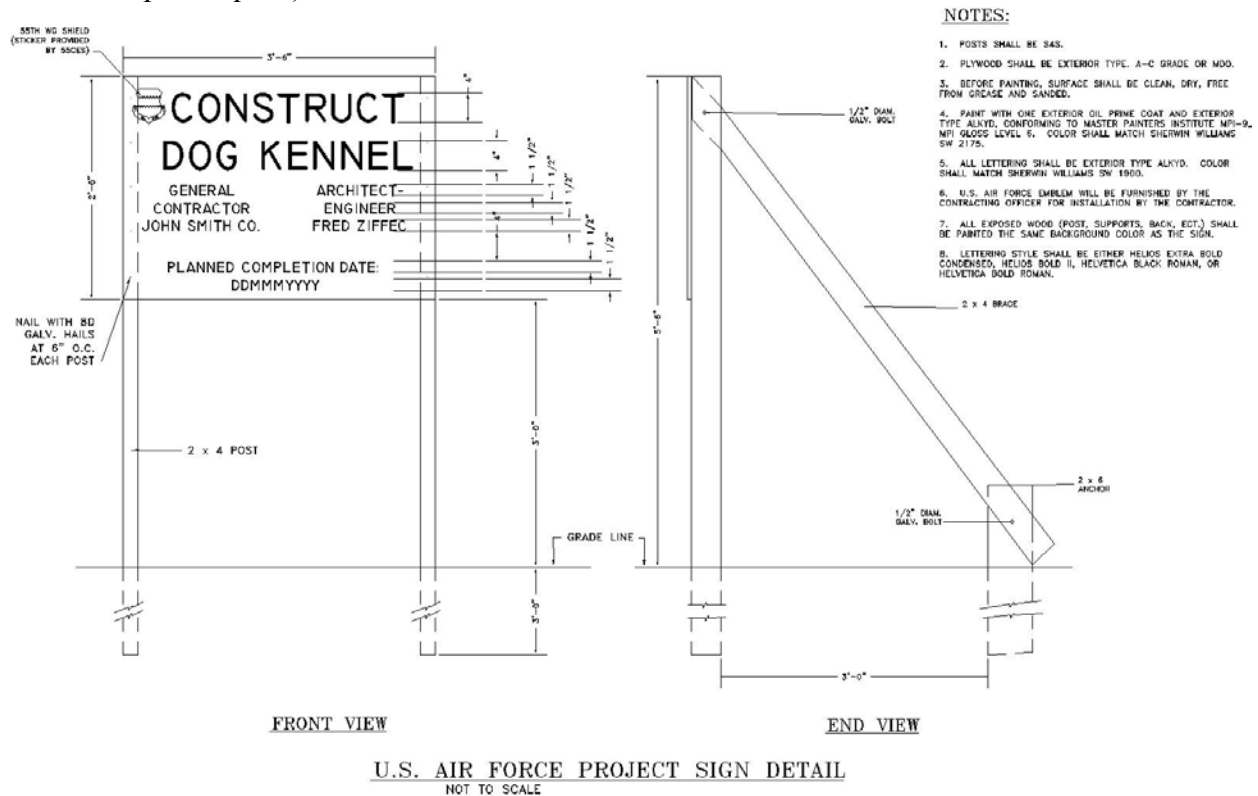
2. SCOPE. In general, the principal features of the work are outlined but not limited to this paragraph. Unless otherwise indicated, it is not the intent of this listing to include technical data for materials or the installation of these materials.

3. OCCUPANCY. During construction, the Government may occupy the existing facilities. The contractor shall not restrict pedestrian or vehicular traffic to these facilities and shall coordinate construction with the Government Construction Representative to minimize conflicts and to facilitate usage. The contractor shall perform the work so as not to interfere with ongoing operations.

4. TEMPORARY SERVICES. The contractor shall provide and maintain any temporary services, including but not limited to water, power, lighting, access provisions, fire extinguishers, weather or security enclosures, and temporary dust partitions. Remove temporary services when the use of services is no longer needed.

5. CONSTRUCTION TRAILER USE/IDENTIFICATION. The location of any trailer/temporary building, etc. used during a contract period shall be approved by the Chief of Construction Management [(402) 294-5084] prior to installation or delivery to the base (allow 7-10 days for this approval to be processed). For security, safety, and/or emergency notification purposes, each trailer/building, etc. must be prominently marked, identifying the contractor and providing telephone number(s) for a point of contact during both duty and non-duty hours. Use either sign(s) or permanent markings, professional in appearance, as determined by the Government Construction Representative. Maintain and keep neat in appearance each trailer and its immediate area.

6. CONSTRUCTION SIGN. The contractor shall provide a project construction sign if directed by the Contracting Officer. The sign shall be constructed as follows (a larger drawing is available upon request):



7. GROUNDS MAINTENANCE / SNOW REMOVAL. The contractor is responsible for maintaining the construction site in a manner that is safe and provides a clean and neat appearance. This includes keeping trash picked up, keeping vegetation shorter than 4" and keeping roadways and sidewalks free from snow and ice.

8. CONTRACTOR DAILY LOGS. The Contractor shall maintain current records providing factual evidence that required quality control activities and/or tests have been performed. These records shall include the work of subcontractors and suppliers and shall be on an acceptable form that includes, as a minimum, the following information:

- a. Contractor/subcontractor and their area of responsibility.
- b. Operating plant/equipment with hours worked, idle, or down for repair.
- c. Work performed each day, giving location, description, and by whom. When Network Analysis (NAS) is used, identify each phase of work performed each day by NAS activity number.
- d. Test and/or control activities performed with results and references to specifications/drawings requirements. The control phase shall be identified (Preparatory, Initial, Follow-up). List of deficiencies noted, along with corrective action.
- e. Quantity of materials received at the site with statement as to acceptability, storage, and reference to specifications/drawings requirements.
- f. Submittals and deliverables reviewed, with contract reference, by whom, and action taken.
- g. Offsite surveillance activities, including actions taken.
- h. Job safety evaluations stating what was checked, results, and instructions or corrective actions.
- i. Instructions given/received and conflicts in plans and/or specifications.
- j. Contractor's verification statement.

These records shall indicate a description of trades working on the project; the number of personnel working; weather conditions encountered; and any delays encountered. These records shall cover both conforming and deficient features and shall include a statement that equipment and materials incorporated in the work and workmanship comply with the contract. The original and one copy of these records in report form shall be furnished to the Contracting Officer's Representative on the first day of the week following the date(s) covered by the report, except that reports need not be submitted for days on which no work is performed. As a minimum, one report shall be prepared and submitted for every 7 days of no work and on the last day of a no work period. All calendar days shall be accounted for throughout the life of the contract. The first report following a day of no work shall be for that day only. Reports shall be signed and dated by the contractor's Superintendent. The report shall include copies of test reports and copies of reports prepared by all subordinate quality control personnel.

9. UTILITY SERVICE INTERRUPTIONS.

a. The contractor shall submit written notification not less than 14 calendar days (unless waived by the Government Construction Representative) in advance of each interruption of each utility and communication service to or within existing buildings and facilities being used by others and new facilities in use and possession prior to completion. No single outage will exceed 4 hours unless approved in writing. The contractor shall describe the work to be done, the desired time, date, and duration of the outage. No work shall be done until approval is received from the Government Construction Representative. All utility outages will be conducted during non-duty hours. The time and duration of all outages will be coordinated through the Government Construction Representative. All utility service interruptions shall be kept to a

minimum. In order to minimize interruption durations, the contractor shall make every attempt to complete maximal preparation prior to each utility interruption.

b. All overhead utility pole removal, relocation, and/or bracing shall be accomplished by OPPD. The contractor shall coordinate any work within 5 feet of any utility pole with OPPD. The OPPD point of contact is Jim Krist at 402-636-3530. Any required stand off charges for bracing, pole relocates, or required overhead changes to ensure safety of property and personnel shall be at the contractor expense.

10. TESTING. All material sampling and testing as required in the specifications or as required by the Government Construction Representative and retest required due to failure of original test shall be performed by a laboratory or laboratories employed by the contractor at no additional cost to the Government.

11. DELIVERY AND STORAGE OF MATERIAL. The contractor shall use only established roadways, entrances, and exits as prescribed by the Government Construction Representative. Materials and equipment shall be stored only in designated areas, and shall be transported directly to and from the construction site under strict regulations as prescribed by the Government Construction Representative. Materials quantity receipt shall be given to the Government Construction Representative upon delivery of materials to job site. All items of stored materials, containers, vehicles and other equipment shall be removed from the base prior to final payment.

12. TRAFFIC ROUTING DURING CONSTRUCTION. In order to reduce confusion and provide the best possible flow of traffic during construction, the contractor shall closely coordinate his work schedule with the Government Construction Representative.

a. The contractor shall notify the Government Construction Representative at least fourteen (14) calendar days before closing any traffic lanes, blocking streets, or otherwise changing traffic routes.

b. The contractor shall be responsible for providing, placing, maintaining, relocating, and removing all traffic control devices required for construction. All traffic control shall comply with the requirements of the Manual on Uniform Traffic Control Devices (latest edition).

c. Traffic control plans shall be submitted prior to the start of any project work and shall allow a minimum of two weeks for approval prior to the intended date of implementation. All changes to the plan must be updated and submitted to the Government a minimum of two weeks before implementation.

d. Traffic control shall be considered a cost incidental to the project.

13. PROTECTION, PATCHING AND REPAIRING. All holes, damaged finishes, exposed unfinished surfaces or any damage caused by work under this contract shall be repaired at no

additional cost to the Government. Restore exposed finishes of patched areas where directed by the Government Construction Representative. Extend finish restoration into adjoining areas in a manner that will eliminate evidence of patching and refinishing.

14. VEGETATION AND LANDSCAPING. Contractor shall remove any existing building perimeter vegetation and landscaping including mulches and gravel to permit completion of the work. Contractor shall restore all vegetation and landscaping to original condition before completing work as approved by the Government Construction Representative. Replace any existing vegetation or landscaping damaged by work under this contract. When seeding a disturbed area, only S-31 single or S-32 double straw matting, or approved equal should be used.

15. FIRE PROTECTION CONSTRUCTION CRITERIA. The contractor will be required to comply with the provisions of National Fire Protection Act 241 entitled "Building Construction and Demolition Operations," including Appendix A. The contractor shall make themselves knowledgeable and comply with the fire protection requirements of Offutt AFB Supplement 1 to Air Force Instruction 32-2001, "Fire Prevention and Fire Protection," to apply during the construction period. The contractor shall furnish and maintain required fire extinguisher(s) during the construction period and shall remove the extinguisher(s) upon project completion.

16. TIME EXTENSIONS FOR UNUSUALLY SEVERE WEATHER This clause specifies the procedure for the determination of time extensions for unusually severe weather. In order for the Contracting Officer to award a time extension under this clause, the following conditions must be satisfied:

(1) The weather experienced at the project site during the contract period must be found to be unusually severe, that is, more severe than the adverse weather anticipated for the project location during any given month.

(2) The unusually severe weather must actually cause a delay to the completion of the project. The delay must be beyond the control and without the fault or negligence of the contractor.

(3) The following schedule of monthly anticipated adverse weather delays is based on National Oceanic and Atmospheric Administration (NOAA) or similar data for the project location and will constitute the base line for monthly weather time evaluations. The contractor's progress schedule must reflect these anticipated adverse weather delays in all weather dependent activities.

**MONTHLY ANTICIPATED ADVERSE WEATHER DELAY
WORK DAYS BASED ON (5) DAY WORK WEEK**

JAN	12	JUL	8
FEB	10	AUG	6
MAR	7	SEP	7
APR	7	OCT	5
MAY	9	NOV	7
JUN	8	DEC	11

(4) Upon acknowledgment of the Notice to Proceed (NTP) and continuing throughout the contract, the contractor will discuss the occurrence of adverse weather and resultant impact to normally scheduled work with the 55 CES Construction Inspector on the day they believe to be an adverse weather day. If the Construction Inspector concurs that it is an adverse weather day, he will log that on the AF 1477. The contractor must contact the Construction Inspector on the adverse weather day or it will be assumed they completed their scheduled work and an adverse weather day will not be counted. Actual adverse weather delay days must prevent work on critical activities for 50 percent or more of the contractor's scheduled work day. The number of actual adverse weather delay days shall include days impacted by actual adverse weather (even if adverse weather occurred in previous month), be calculated chronologically from the first to the last day of each month, and be recorded as full days. If the number of actual adverse weather delay days exceeds the number of days anticipated in paragraph (3) above, the contracting officer will convert any qualifying delays to calendar days, giving full consideration for equivalent fair weather work days, and issue a modification.

17. CLEAN UP. Clean up of all items shall be accomplished by the end of each day. Debris, trash, and items removed and to be disposed of shall be removed from the work site and storage areas at the end of each day's work and disposed of outside the confines of the construction areas, in a contractor provided area. The contractor will also be responsible for cleaning mud, rock, and debris deposited by the contractor's, sub-contractor's, or supplier's vehicles from all roads in the construction areas used by these vehicles.

18. WELDING. Welding within the building will be permitted. The contractor shall obtain the proper welding permit and coordinate welding regulations with the Base Fire Department.

19. BELOW GROUND GPS SURVEY. The Offutt Drafting / Survey Office is responsible for conducting a GPS survey of all below ground features including, but not necessarily limited to the following: Structural corners, Electrical Utilities, Water Utilities, Wastewater Utilities, Storm Sewer Utilities, Natural Gas Utilities, POL/Fuel Utilities, and Communication Utilities. During construction, the Drafting / Surveying Office will conduct GPS surveys to record locations for all structures and existing utilities lines to be abandoned in place and to record all locations of all existing lines exposed during construction and all new building foundations, utility tap points, elbows, joints, tees, valves, etc. The Contractor is required to give verbal notice to a the Construction Inspector and speak to a Drafting / Surveying Office staff member a minimum of 1 day in advance of burying any below grade features. If the contractor buries below grade structures that need to be surveyed without the 1 day notice, they will be responsible for exposing the structure so the survey can be conducted. The Drafting / Survey Office phone number is 402.294.3296, The Drafting / surveying office mailing address is 106 Peacekeeper Drive Suite 2n3 (upper floor Martin Bomber Building in CE Drafting). The Base collecting this info does not exempt the contractor from having to provide complete and accurate information on their as-constructed drawings.

20. WEATHER TIGHTNESS. Contractor shall provide for each building unit to be fully

weather tight at the end of each working day.

21. USE OF UTILITIES. All reasonable quantities of utilities will be made available to the contractor without charge if available. Any temporary connections or lines that may be required will be installed, maintained, and removed by the contractor at his own expense and in a manner satisfactory to the Government Construction Representative. Outside power connections to the exterior utility system shall be accomplished by the local utility and all fees shall be included in the contractor bid. Removal of such connections or lines will be accomplished before final acceptance of the construction. If utilities are not available the contractor is responsible for providing any temporary utilities required (generator, fuel tanks, water tanks, etc.) as part of the base bid and at no additional cost to the government.

22. WORK SCHEDULE. Working hours for the contractor will normally be between the hours of 7:30 a.m. and 5:00 p.m., excluding Saturdays, Sundays, and Federal holidays. If the contractor wishes to work during periods other than above, additional Government inspection forces may be required. The contractor must request permission from the Contracting Officer to work during periods other than above sufficiently in advance to allow assignment of additional inspection forces when the Government Construction Representative determines that the additional inspection force is reasonably available. If such force is reasonably available, the Contracting Officer may authorize the contractor to perform work during periods other than normal duty hours/days.

23. SECURITY REQUIREMENTS. The contractor will be working in a secure area and will abide by all applicable rules and regulations. The contractor will coordinate with the appropriate government representative for government escorts to be present while working on the job site.

a. Listing of Employees. The contractor shall maintain a current listing of employees. The list shall include the employee's name, driver's license number and AF 75 number. The list shall be provided to the Contracting Officer and Construction Inspector. The list shall be updated within a week when an employee's status or information changes.

b. Security Training. The contractor shall ensure all employees receive initial and recurring security education training from the sponsoring agencies security manager if required. Training must be conducted IAW DOD 5200.1-R, Information Security Program Regulation, and AFI 31-401, "Information Security Program Management". Contractor personnel who work in Air Force controlled/restricted areas must be trained IAW AFI 31-101, The Air Force Installation Security Program.

c. Pass And Identification and Base Entry. An Air Force Form 75 (AF 75), Visitors Pass is required for all employees and vehicles. The AF 75 will be issued IAW OAFBI 31-101, section 8.5.11. The contractor shall ensure the pass and identification items required for contract performance are obtained and renewed (as required) for employees and non-government owned vehicles. Contractors shall access the base using the contractor gate (south entrance) and are subject to vehicle search. Contractors will be responsible for escorting all material trucks required for the project from the contractor gate to the job site and back off base. Escort

privileges must be included in the AF 75 request for an individual to be an escort.

d. Retrieving Identification Media. The contractor shall retrieve all government identification media, including vehicle passes from employees who depart for any reason before the contract expires; e.g. terminated for cause, retirement, etc. The contractor must turn in badges for all employees under the contract for final payment to be made.

e. For Official Use Only (FOUO). The contractor shall comply with DoD 5400.7-R, Chapter 4, DoD Freedom of Information Act (FOIA) Program, requirements. This regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding FOUO material.

f. Reporting Requirements. Contractor personnel shall report to an appropriate authority any information or circumstances of which they are aware may pose a threat to the security of DOD personnel, contractor personnel, resources, and classified or unclassified defense information. Contractor employees shall be briefed by their immediate supervisor upon initial on-base assignment.

g. Physical Security. The contractor shall be responsible for safeguarding all government property and controlled forms provided for contractor use. At the end of each work period, all government facilities, equipment, and materials shall be secured.

h. Controlled/Restricted Areas. The contractor shall implement local base procedures for entry to Air Force controlled/restricted areas where contractor personnel will work. An AF Form 2586, Unescorted Entry Authorization Certificate, must be completed and signed by the sponsoring agencies Security Manager before a Restricted Area Badge (RAB) will be issued. Not all workers will require a RAB, only supervisors and/or shift foremen will require restricted access and will have escort authority for other employees. Contractor employees must have submitted a National Agency Check (NAC) and have a favorable local files review before receiving a Restricted Area Badge. Access shall be granted IAW AFI 31-501, Personnel Security Program Management.

i. Key Control. (The contractor shall establish and implement methods of making sure all keys issued to the contractor by the Government are not lost or misplaced and are not used by unauthorized persons. The contractor shall not duplicate any keys issued by the government.

1) The contractor shall immediately report to the Quality Assurance Evaluator (QAE) or Program Manager any occurrences of lost or duplicated keys.

2) In the event keys, other than master keys, are lost or duplicated, the contractor may be required, upon written direction of the contracting officer, to re-key or replace the affected lock or locks without cost to the government. The government may, however, at its option, replace the affected lock or locks or perform re-keying and deduct the cost of such from the monthly payment due the contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the government and the total cost deducted

from the monthly payment due the contractor.

3) The contractor shall prohibit the use of keys, issued by the government, by any persons other than the contractor's employees and the opening of locked areas by contractor employees to permit entrance of persons other than contractor employees engaged in performance of contract work requirements in those areas.

j. Explosives or Fire Arms: The contractor shall NOT use or possess explosives or fire arms.

k. Routes: The contractor shall use only established roadways, entrances, and exits as prescribed by the Government Construction Representative.

l. Locations: The contractor's employees shall be restricted to areas within the contract scope plus direct routes to and from the site from off base.

m. Seat Belts: The use of seat belts by all vehicle and equipment occupants is required at all times while in vehicles and movable equipment.

n. Parking: The Contractor's employees shall park only in areas designated by the Chief of Construction Management for this purpose.

o. Vehicle Emblems: The contractor's commercial vehicles shall display emblems indicating the company name.

24. CONFINED SPACE ENTRY. The Contractor shall comply with 29 CFR 1910.146 for permit required Confined Space Entry requirements. Details and information pertaining to confined space entry are contained within the OSHA Standard.

Confined space entry shall include an entrance into a space that is large enough and so configured that an employee can bodily enter and perform assigned work, has limited or restricted means for entry or exit (e.g., tanks, vessels, silos, storage bins, hoppers, vaults, boilers, and pits are spaces that may have limited means of entry/exit) and is not meant for continuous human occupancy.

a. The contractor is required to ensure that a contractor generated confined space entry permit has been generated and is available on site for the duration of each permit required confined space entry. A permit is required to enter a confined space that has one or more of the following conditions:

(1) Contains or has a potential to contain a hazardous atmosphere.

(2) Contains a material that has the potential for engulfing an entrant.

(3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly confining walls or by a floor that slopes downward and taper to a smaller cross section.

(4) Contains any other recognized serious safety or health hazard.

b. All confined spaces shall be considered permit required spaces until pre-entry procedures demonstrate otherwise. Testing and classification of confined spaces will be done by a qualified person employed by the contractor who is trained in the operation of direct reading oxygen, flammability, and toxicity monitoring equipment prior to each confined space entry. Initial testing of confined spaces shall be performed by drop test or insertion of sample probes and hoses into the space.

c. Each Contractor who is retained to perform permit space entry operations is allowed entry only through compliance with a permit space program meeting the requirements of 29 CFR 1910.146.

(1) The Base Civil Engineer will appraise the contractor of the elements, including hazards identified and what experience with the space that make the space in question a permit space.

(2) The Base Civil Engineer will appraise the contractor of any precautions or procedures that have been implemented for the protection of employees in or near the permit spaces where the contractor personnel will be working.

(3) Coordinate entry operations with Base Civil Engineer personnel when government and Contractor personnel will be working in or near permit spaces.

(4) Inform the Government of the permit space program that the Contractor will follow and of any hazards confronted or created in permit spaces whether through a briefing or during the entry operation.

(5) At the conclusion of entry operations, the contractor will notify the Base Civil Engineer regarding any hazards confronted or created in permit spaces during entry operations.

(6) Copies of contractor generated Permit Required Confined Space Entry Permits will be provided to 55th Wing Safety and the appropriate squadron with responsibility for the space for the purposes of confined space history. The permits will remain on file for a minimum of one calendar year from the date of entry.

d. The contractor is responsible to ensure their personnel are fully trained and certified to perform confined space duties. The Air Force is not responsible to train contractor employees on confined space entry program or procedures, conduct atmospheric or soils testing.

e. Coordinate entry operations and procedures with the Base Civil Engineering and agree upon the permit space entry system to be used when both organizational and contractor personnel will be working in a permit required confined space.

e. Review emergency rescue responsibilities to determine whether the contractor supplies rescue or if the installation fire department is expected to supply a rescue function. Ensure the fire chief coordinates on the contract and either approves or disapproves the use of a rescue team if supplied by the installation fire department.

25. AIRSPACE COORDINATION.

a. The contractor is responsible for completion and submittal of FAA Form 7460 to the Federal Aviation Administration for construction activities which may affect the airspace for Offutt Air Force Base. Obstacle survey accuracy code information shall also be provided. The contractor shall furnish a copy of both the submitted and approved Form 7460 to the Contracting Officer's Representative. Coordination with the FAA shall be at no additional cost to the Government. The contractor's project schedule shall allow time for this coordination during the contract's performance period.

b. An Airfield Construction Waiver is required prior to any construction within the airfield fence. Coordinate with the contracting officer to facilitate completion and submission of the waiver by government personnel. This may be a long lead item and the contractor shall schedule accordingly.

26. MOBILE PHONE. The contractor's site representative (superintendent or foreman), throughout the execution of the project, shall be accessible via a mobile phone. The number to the phone shall be local and provided to the Contracting Officer prior to the start of work. The contractor is informed that mobile phone usage without a hands-free device while driving on base is prohibited. Personnel violating this regulation may be cited.

27. CONSTRUCTION PERMITS.

a. Digging Permits: The contractor will be responsible for coordinating a government supplied, Base Civil Engineer Work Clearance Request (AF Form 103) prior to performing digging of any type. The contractor shall process the digging permit by coordinating with and obtaining signatures from responsible representatives of the organizations listed on the AF Form 103 prior to obtaining final approval from the Air Force Base Civil Engineer or his approved representative. The area requested for clearance for each individual permit shall be limited to a maximum of two (2) weeks production for an individual permit. The contractor will be given assistance, by the government, in the execution of the initial Work Clearance Request. Thereafter, government assistance will be limited to an as-needed basis in the event of unusual circumstances. It will be the contractor's responsibility to coordinate the completion of the necessary AF Form 103 and arrange to have existing utilities located as indicated on the completed form, prior to the beginning of digging operations in the individual areas. This coordination is anticipated to take approximately three (3) working days to complete per request, and may require coordination with as many as twenty (20) individuals located on or near the base. A blank copy of the AF Form 103 can be obtained from the construction inspector. Any unusual delay in obtaining approval from any particular organization will be reported immediately to the Contracting Officer Representative for assistance. The contractor must comply with the four contractor responsibilities on the back of the AF Form 103, including

maintaining a copy of the AF Form 103 on the job site while working.

b. **Utility Staking Requirements:** The contractor shall layout and mark his intended area(s) of excavation before calling for field coordination by utility personnel. This shall be done a minimum of five working days in advance of when digging is expected to begin. Once all responsible utility representatives have field located crossover and/or interference points between the new utility route and existing utilities, and signed off on the digging permit to signify completion of the field coordination of the digging permit, then digging in the area represented by the digging permit may begin. Any utility service markers or markings established by the utility representatives must be maintained by the contractor through the completion of the digging operations.

c. **Digging Operations:** Digging near established interference or crossover points shall be done by hand, five (5) feet either side of the point along the intended route, in order to prevent disturbing the existing utility. If the existing utility is uncovered in the new excavation, it shall be protected from damage and movement while in the open excavation and during backfill. The contractor shall be responsible for the repairs and associated costs for repairs of any utility damaged by construction, whose location was made known to the contractor.

d. **National Pollutant Discharge Elimination System (NPDES) Permits for Construction Activities.** See Section 1C.

e. **NPDES Permit for Dewatering Operations:** See Section 1C.

28. EXISTING CONDITIONS. The plans represent the best available information at the time they were prepared. While every effort has been made to correctly show all major existing items which will affect the work, it is recommended that prospective bidders examine the site prior to submitting a bid. The Contractor shall verify all measurements at the site and shall be responsible for dimensions and proper installation of all materials. No additional payment will be made for extra work required by obstacles which were in place and clearly visible at the time of bidding.

29. TEMPORARY TOILETS. The Contractor shall provide and maintain sanitary temporary toilets for all work accomplished in and adjacent to project. These toilets shall be located as directed by the Contracting Officer. The temporary toilets shall be portable, enclosed and weatherproofed and kept in a sanitary condition at all times.

30. CONTRACTOR DAMAGES. Areas not identified to be removed/worked under this contract that are disturbed or damaged during construction shall be removed and replaced at no additional cost to the Government.

31. SENSITIVE INFORMATION. The contractor, his employees, subcontractor personnel, and supplier personnel shall treat all information about the project specifically and about the surrounding military facilities in general as sensitive and proprietary and with confidentiality. The contractor, his employees, subcontractor personnel, and supplier personnel shall share project and base information with others only on a need to know basis and only in support of the

project. The contractor, his employees, subcontractor personnel, and supplier personnel shall discard printed information generated incidental to the project only after shredding.

32. DISCREPANCY. In case of discrepancies within the contract documents in regards to work requirements, the greater quality and quantity indicated shall control in resolving discrepancies.

33. SOD RESTORATIONS. Except where seeding is indicated elsewhere in the construction documents, the contractor shall sod all areas which he disturbs incidental to construction. He shall maintain the new sod for a minimum of three weeks after setting. Maintenance shall include providing at least one inch of water twice per week. Any new sod that is not vigorously growing after the maintenance period shall be removed and replaced by the contractor with new at no additional cost to the government. Each time sod is removed, the maintenance requirement shall restart at no additional cost to the government.

34. FINAL ACCEPTANCE INSPECTION. Upon completion of all of the work, the contractor shall coordinate in writing with the Contracting Officer's Representative for a final acceptance inspection. Prior to scheduling the Final Acceptance Inspection, the contractor shall write a Punch list that shows all work the contractor believes must still be performed, including any remaining items from the deficiency list. The Punch list shall also contain the contractor's expected date of completion for each item and a column for actual completion date. The contractor shall add any items found to be deficient during the Final Acceptance Inspection and forward the Final Punch List to all attendees of the Final Inspection. The contractor shall provide a copy of the punch list and a list of all AF 75s issued for this contract as attachments when requesting the Final Acceptance Inspection.

35. REMOVALS. The Government shall have the right of first refusal in regards to all items indicated for removal. The government may chose to retain ownership on an exception basis of any removal item up until the time at which the contractor disturbs the item. Generally, however, the government will surrender ownership of all removal items. Removal items shall become the property of the contractor and removed from Offutt AFB by him on a daily basis.

36. GOVERNMENT ACCESS. Government officials will have access to all parts of the project at all times for inspection purposes.

37. COORDINATION.

a. WEEKLY MEETINGS. The contractor shall hold weekly coordination meetings. He shall prepare an agenda for each meeting. The agenda shall include but not be limited to the contractor's description of the previous week's accomplishments, the coming week's anticipated construction challenges and a schedule updated weekly that projects major construction operations through time to the end of construction. He shall begin the meeting at the same place on the project site each week. He shall hold the meeting at the same time each week such as at 9:00 a.m. on Tuesdays. He shall coordinate the time and location during the preconstruction meeting with the Contracts Officer Representative such as to maximize convenience for the government representatives who may need to attend. These will include the Contracting

Officer's Representative and the Civil Engineering Project Manager and Construction Inspector.

b. OTHER PROJECTS: The contractor shall be fully responsible for coordinating his operations with those of any other construction, renovation, repair, or maintenance projects in the vicinity. Coordination shall include but not be limited to vehicle access, movement of equipment, security, installation and removal of utilities, storage and parking.

c. SINGLE POINT OF CONTACT. The contractor shall designate one primary and one alternate employee who will be on the site at all times while work is in progress to serve as the government's single point of contact for matters of daily concern. The single point of contact shall serve as the contractor's safety officer, environmental compliance officer and EEO officer and shall generally exercise authority over all of the contractor's employees and subcontractors. The contractor shall route all submittals through the single point of contact. An appointment letter for these individual's shall be submitted within 10 days of the Notice to Proceed and be updated prior to any personnel changes.

d. OFFUTT AIR SHOW. The contractor shall not be allowed to work during the annual Offutt Air Show. This is generally a three day weekend (Fri-Sat-Sun) event normally held once per year in the month of August. It is heavily advertised to the public each year beginning in June.

e. NOTIFICATION OF DELAYS. The Contractor shall provide prior notification to the Contracting Officer's Representative in writing, when he plans to stop work for a period of more than four days. The prior notification shall indicate proposed dates of the stoppage.

f. COORDINATION OF GOVERNMENT FURNISHED ITEMS. The contractor is responsible for providing a schedule and coordinating requirements for all items identified as Government Furnished Contractor Installed (GFCI) and Government Furnished Government Installed (GFGI) on the contract drawings. This includes coordinating the location and placement of blocking for the attachment of these items, power and communications jack locations, etc.

38. OCCUPATIONAL, SAFETY AND HEALTH ACT. Contractors shall comply with OSHA 1926, Construction Standards and the portions of OSHA 1910 Standards that are applicable to construction. The U.S. Army Corps of Engineers Manual EM 385-1-1, shall be used in the absence of guidance in OSHA standards.

39. CONTRACT PROGRESS SCHEDULE.

a. AF Form 3064. An AF Form 3064 is required for a contractor to get paid for work. The AF Form 3064 must be submitted and approved prior to the start of any work on the project. The AF Form 3064 cannot be approved without the approved submission of the Contract Progress Schedule, below. When writing the AF Form 3064 two items must be included / scheduled at the conclusion of the contract. These items are:

1. Project Close-out – 5%

- a. Payment for this line requires the receipt and approval of all non-approved or non-furnished submittals that are owed to the government including as-constructed drawings.
- 2. AF Form 75 Turn-in – 3%
 - a. All base passes must be accounted for. 100% accountability is required for payment of this line.

b. Contract Progress Schedule. The contract progress schedule must be an MS Project compatible Gant chart outlining all major aspects of the project and the timeline. Hardcopy submissions are usually acceptable for approval and at the weekly coordination meetings but the MS project file must be provided upon request of the Government. The initial Contract Progress Schedule must be approved prior to the start of any work on the project.

40. DEFICIENCY LIST. The contractor shall maintain an up to date list of all construction deficiencies found. This list shall include all deficiencies found including items identified by contractor personnel or the Government. The list shall include the date the deficiency was identified and after the work is complete, the date corrected. The item can be removed from the list once the 55 CES Construction Inspector has verified that the deficiency has been corrected. This list shall be provided for discussion during the weekly coordination meeting.

41. TERMITE TREATMENT REPORTING. If termite treatment is required, the contractor must submit a DD Form 1532-1 to the Government Construction Inspector by the first day of the month following any month a termite treatment, or other pest control chemical, is applied. The form must be completely filled out including the type of chemical and quantity applied.

42. OPERATIONS AND MAINTENANCE MANUAL. Where required by various technical sections and the AF66, operations and maintenance instructions and/or manuals with parts lists included shall be provided by the Contractor and shall be assembled in three-ring binders with index and tabbed section divider indicating the contents by equipment or system name. A cover shall be provided with the title “Operations and Maintenance Manual” along with the building number, project number and project title at a minimum.

43. WARRANTY BOOK. The Contractor shall provide a three-ring or bound book containing a listing of all equipment items which are specified to be guaranteed along with the warranty papers for each piece of equipment. The book shall be indexed alphabetically by equipment type. For each guaranteed item, the name, address, and telephone number shall be shown on the list for the subcontractor who installed the equipment, equipment supplier or distributor and equipment manufacturer. Completion date of the guarantee period shall correspond to the applicable specification requirements for each guaranteed item. The names of service representatives that will make warranty calls along with the day, night, weekend and holiday contacts for response to a call within the time period specified shall also be identified. A cover shall be provided with the title “Warranty Book” along with the building number, project number and project title at a minimum. Inside the cover shall be the prime contractor’s contact information and a table of contents listing all warranted systems in the book.

-- END OF SECTION --